

City of Covina
invites your interest for the position of



POLICE CHIEF



The City of Covina

The City of Covina is located to the east of Los Angeles in the San Gabriel Valley. Approximately 50,000 people call Covina home within its 6.8 square miles. Covina is a balanced community with a successful blend of residential, retail, service and light manufacturing uses. In addition to Covina's very high quality kindergarten through twelfth grade public school systems, one will find several nearby public and private four-year colleges including Cal Poly Pomona, Azusa Pacific University, University of La Verne and the Claremont Colleges. City Hall is situated near our downtown Metrolink station, which is located along the San Bernardino to Los Angeles line. Downtown boasts a vibrant mix of uses including shopping, housing, entertainment, well known restaurants and coffee establishments and medical facilities.



City Government

The City of Covina is a full-service city and employs approximately 170 full-time employees in seven departments: Administration, Police, Public Works, Parks and Recreation/Library, Community Development, Finance, and Human Resources & Risk Management. Fire protection is provided under contract by the County of Los Angeles. The overall City budget for FY 2015-2016 is \$70,000,000.

Covina operates under the City Manager form of Government. There are five Council Members elected to staggered terms and an elected City Treasurer and City Clerk.

The Police Chief

The Chief of Police oversees all functions and operations of the Police Department. The Chief is responsible for the activities of all law enforcement personnel in preserving order, protecting life and property, preventing crime, and enforcing laws and municipal ordinances. The Chief will work closely with the City Manager and all other city departments to meet the safety goals of the organization.

The Covina Police Department is comprised of two divisions - Administrative Services and Operations. The Administrative Services Division consists of an administration budget, grants, recruitment, professional standards, investigations, Special Enforcement Team, crime analysis, records, communications, jail, crime prevention, citizen volunteers, explorers, chaplains, alarm monitoring, disaster preparedness, and facilities management. The Operations Division consists of patrol, traffic unit, parking enforcement, school resource officers, property & evidence, training, helicopter support (FAST), Special Response Team (SRT), and K-9.

The ideal candidate will be a progressive, innovative, and experienced police executive, well versed on modern policing issues and methods. He or she will have the ability to communicate effectively at all levels and connect with people and gain their trust. The candidate chosen will place high value on community engagement and will leverage those relationships in a way that maximizes the performance of the Covina Police Department.



QUALIFICATIONS

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities for a Chief of Police. A typical way of obtaining the required qualifications is to possess the equivalent of six years of broad and extensive experience in all major areas of municipal police work, including at least two years in a responsible management capacity as a Lieutenant or higher, and a bachelor's degree in criminology, public administration or related field. A master's degree is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class 'C' California driver's license; possession of a Management Certificate from P.O.S.T.



COMPENSATION

The City of Covina offers a competitive compensation and benefit package. The salary range for this position is \$152,504.22—\$199,623.08 annually depending on qualifications. The City also offers an attractive executive benefits package which includes the following:

Retirement - The City participates in the California Public Employees' Retirement System (CalPERS) under a 3% @ 50 formula (for Covina Tier 1 Classic PERS members), 3% @ 55 (for Covina Tier 2 Classic PERS members) and 2.7% @ 57 (for PEPR Tier 3 new members). The City does not participate in Social Security. Executive Management employees pay 9% towards the employee cost of CalPERS.

Deferred Compensation- Deferred compensation plans are available.

Vacation - 108 hours per year of vacation after 1 year of service increasing to 224 hours per year after 20 years of service.

Holidays - 10 fixed and 3 floating paid holidays per year.

Administrative Leave - 72 hours of administrative leave per year.

Sick Leave - 120 hours of sick leave per year.

Health Insurance - The City contributes a flex benefit of \$960 per month in towards health, dental, and vision insurance plans of the employees' choice. Health insurance is offered through CalPERS with the City making a direct contribution of \$125 per month for covered employees. A reduced flex benefit amount may be taken in cash if proof of alternate insurance is provided.

Education Incentive - Educational incentive available based on P.O.S.T certification and educational achievement.

Life Insurance - The City provides a life insurance policy at 1.5 times the annual salary. Additional life insurance is available for purchase.

Long-Term Disability - The City provides a long-term disability plan.

THE APPLICATION PROCESS

If interested in pursuing this unique and exciting career opportunity, please forward a completed City of Covina employment application, letter of interest, resume (including salary history) and contact information for a minimum of five work-related references (who will not be contacted until mutual interest is established) to:

Danielle Tellez
Human Resources Director
125 E. College Street
Covina, CA 91723
Phone: (626) 384-5551
Email: dtellez@covinaca.gov

The final filing date for this position is July 15, 2016.

City of Covina is an Equal Opportunity Employer

